



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information:

Job Title: 28404 – Auditor – GS-13

Salary Range: \$64,650 - \$119,794

Vacancy Open Period: 3/11/2016 – 3/28/2016

Position Type: Detailee

Who May Apply: Detailees

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Authorized: Discretionary based on availability of funds

Position Information:

This is an opportunity for a Federal Government employee to serve on a 2-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

The selected candidate will be detailed to the position at his or her current grade and salary.

Who May Apply:

- Current Federal Government Employees

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply. Federal Government employees may serve on a 2-year reimbursable detail assignment in the ODNI.

The ODNI uses a rank-in-person system in which rank is attached to the individual. Assignment of a current federal employee will be made to the position at the employee's current GS grade and salary. For non-federal government candidates, salary will be within the salary range listed above, based on education and experience. Promotion for all GS cadre employees will be considered at an annual Career Advisory Board.

Component or Office Mission:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.



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Major Duties and Responsibilities:

- Conduct inquiries into possible violations of laws, rules and regulations, mismanagement, fraud, gross waste of funds, and abuse of authority within the Office of the Director of National Intelligence (ODNI) and outside the ODNI if the violation relates to the Intelligence Community (IC) at-large and falls within the Director of National Intelligence's (DNI) authorities and responsibilities.
- Develop and implement investigative plans for complex investigations and projects by framing the allegation(s), determining elements of proof, and identifying investigative tasks.
- Gather and analyze information and/or evidence, by interviewing key individuals, administering warnings, oaths, or affirmations, collecting and analyzing high volumes of information, maintaining the chain of custody for evidence, and drafting and serving subpoenas.
- Make initial recommendations to ODNI and IC senior leaders regarding actions they should take to address violations of law, regulations, and other serious problems, abuses, or deficiencies.
- Develop and present written documents that include reports of investigation and memoranda to management, and also develop and present oral briefings for senior leaders regarding findings and the status of complex or sensitive investigations.
- Monitor the progress of corrective measures taken by senior ODNI and IC leadership, and provide advice and innovative solutions to senior officials regarding the implementation of recommendations.
- Develop drafts of ODNI policies for supervisory review that are designed to prevent and detect violations of laws, rules and regulations and fraud and abuse.
- Support the development and presentation of briefings that keep the DNI fully informed of fraud and other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.
- Conduct investigations of complaints and other information indicating possible abuse of civil liberties and privacy in the administration of ODNI's programs and operations, as referred by the Civil Liberties Protection Officer.
- Assist and cooperate with the Department of Justice and other Federal agencies in investigating alleged violations of criminal law involving ODNI programs, operations or employees, in coordination with ODNI's Office of the General Counsel.

Mandatory Requirements

Required

- Thorough knowledge of and experience in the ODNI, Intelligence Community, and OIG mission and responsibilities.
- Ability to lead an investigative team, develop investigation plans, conduct complex investigation projects, and write reports to substantiate findings.
- Ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.
- Analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.



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- Ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.
- Interpersonal and negotiation skills, including ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.
- Oral and written communication skills and ability to produce clear and logical reports.

How You Will Be Evaluated:

Applicants are encouraged to review carefully the vacancy announcement and Major Duties and Responsibilities (MDRs) and construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. *The cover letter may include examples that detail the level and complexity of the work performed.* The best qualified applicants will be further evaluated through an interview process.

How To Apply:

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Must have current TS/SCI with polygraph or have the ability to obtain one. DNI does not provide polygraphs or security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide written endorsement, concurring on the detail, from their employing agency. If approved to apply for the ODNI detail assignment, they must include the following in their application package:

- RESUME:** All applicants must submit a resume addressing the MDRs, Mandatory and Desired Position Requirements.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- ENDORSEMENT:** Employing element nomination/endorsement concurring on the detail.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- CLEARANCE:** Must have a current TS/SCI with polygraph or have the ability to obtain one. DNI does not provide polygraphs or security clearances for detailees.
- SF-50:** Include a copy of the most recent SF-50.
- COVER LETTER:** A separate document that acts as a supplement to the resume to provide details on the level and complexity of previous work performed.

WHERE TO SUBMIT: Applications should be sent to either [DNI-MSD-HR-RR-Team B_WMA@dni.ic.gov](#) (classified email system) or [Recruitment_TeamB@dni.gov](#) (unclassified email system). Applicants submitting via JWICS are requested to submit their



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materials to both mitcjoy@dni.ic.gov (Joy G. Mitchell) and joswicd@dni.ic.gov (Daniel C. Joswick) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION. APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

What to Expect Next:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

Agency Contact Information:

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov

Other Information:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.**